



County of Fairfax, Virginia

ADDENDUM

DATE: January 8, 2016

ADDENDUM NO. 1

TO: ALL PROSPECTIVE OFFERORS

REFERENCE: RFP2000001831

FOR: High Ropes and/or Slack Lining Adventure Courses at selected County Sites

DUE DATE/TIME: January 22, 2015 @ 3:00 p.m.

The referenced request for proposal is amended as follows:

1. **Change Title to:** High Ropes and/or Slack Lining Adventure Course at South Run Park
2. Special Provisions Paragraph 1.1 is changed as indicated below:
 - 1.1 The purpose of this Request for Proposal is to solicit sealed proposals to establish a contract or contracts through competitive negotiation for the Planning, Designing, Building and Operation of a High Ropes and/or Slack Lining Adventure Course at South Run Park, 7550 Reservation Drive, Springfield, VA.
3. Special Provisions Paragraph 3.1 is changed as indicated below:
 - 3.1. This contract will begin on date of award and terminate on December 31, 2023. Upon the expiration of this contract all of the equipment, materials, office structure and any other items related to the High Ropes and/or Slack Lining Adventure Course awarded under this contract shall become the property of the County of Fairfax.
4. Special Provisions Paragraph 8.2 is changed and re-numbered as indicated below:
 - 8.2. Details and methodology of High Ropes Course and/or Slack Lining Adventure Programs:

The Offeror must present a description of the program to be performed following the completion of the high ropes course and/or slack lining adventure course. The technical narrative should address separately each of the activities proposed and responses should be keyed to appropriate paragraph numbers. This section should also contain a discussion of any changes proposed by the Offeror that substantially differs from the project scope described in these Special Provisions.

 - a. This section should include details regarding the Offeror's ability to provide and meet the additional requirements in paragraph 6.
 - b. Explain philosophy, goals, and objectives of the company's services. Include strategy for accomplishing the proposed scope of services.
 - c. Describe difference in methods of instruction if method of instruction varies for age groups or persons with physical or developmental disabilities, describe. Attach lesson plans for proposed instruction. If more than one type of program is proposed, include method of instruction descriptions and lesson plans for each type of program.

Department of Purchasing & Supply Management

12000 Government Center Parkway, Suite 427

Fairfax, VA 22035-0013

Website: www.fairfaxcounty.gov/dpsm

Phone (703) 324-3201, **TTY:** 1800- 828-1140, **Fax:** (703) 324-3681

- d. Describe how your company will provide reasonable accommodations for individuals with special needs as outlined in the Americans with Disabilities Act paragraph in the Special Provisions.
- e. Provide any documentation that details your firm's safety precaution procedures.
- f. Describe behavior management policy for youth, if offering children's programs.
- g. Provide an emergency preparedness plan for all programs, including safety precautions that meet industry standards and license requirements for programs offered. Include an inclement weather plan for any proposed outdoor programs.
- h. Provide a description of equipment requirements and indicate what equipment is to be provided by your company, what equipment is to be provided by the County and what equipment is required by the student.
- i. If additional equipment is needed for a program the Offeror(s) shall provide this information with the proposal regarding equipment and prices, so that this can be advertised in the appropriate County publication. Equipment fees are not included as part of the tuition fee that is listed in the appropriate County publication.
- j. Where applicable, provide the most recent CPR and First Aid certifications and National Criminal Background check for any current employees or volunteers who shall be involved with County programs.
- k. If there are no recent documents available, the Offeror(s) shall comply with National Criminal Background checks for any employee or volunteer who shall be involved with County programs.
- l. Identify proposed instructional personnel (paid or volunteer), including resumes, skill levels and any certifications, and identify the programs they would teach. Include instructor job descriptions and qualifications for staff to be hired at a future date.

5. The last sentence of Special Provisions Paragraph 17.1 is changed as stated below:

"The County will make a single award as a result of this solicitation".

6. The number of copies of the Technical and Cost Proposal to be submitted is changed to 4. (Reference Special Provisions Paragraph 14.1 and 14.5)

7. Attachment 1 of this addendum has answers to questions from the pre-proposal conference.

All other terms and conditions remain unchanged.



George Bright, CPPB
Purchasing Supervisor

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR PROPOSAL:

Name of Firm

(Signature)

(Date)

A SIGNED COPY OF THIS ADDENDUM SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL OR RETURNED PRIOR TO THE DUE DATE/TIME.

Note: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED.

Attachment 1

- Q1) Are we to understand that the successful offeror is to continue operating the adventure course even after it becomes the property of the County?
- A1) The Successful offeror shall be required to operate the adventure course (as per Special Provisions paragraphs 1.1, 1.3, 3.1 and 5.1) for the duration of the contract period. However, at the expiration of the contract period all of the equipment, materials, supplies, etc. will become the property of the County. The County will determine the daily operations of the adventure course following the contract expiration.
- Q2) If additional County sites are approved will the terms and conditions of this solicitation be applicable to those sites?
- A2) This Solicitation is changed to only one site. If additional County sites are approved, then a separate solicitation will be issued for those sites.
- Q3) Is there an opportunity to have the expiration date in the solicitation extended to allow for cost recovery if additional County sites are approved?
- A3) The Expiration date is changed to December 31, 2023 in order allow for adequate time for sufficient cost recovery opportunities for the current project.
- Q4) If one of the components originally sought in the solicitation is not included in an Offeror's proposal will that proposal be disqualified?
- A4) No. For example if an Offeror does not offer a slack lining component then their proposal would not be disqualified from consideration.
- Q5) Will site visits be allowed?
- A5) Site visits are permitted however, the site staff at the site has been advised to not answer any questions regarding the RFP or the adventure course. All questions must be forwarded to the Contract Specialist, George Bright.
- Q6) During another site visit there was some discussion about areas outside the already designated area on Attachment A. Will we be permitted to design the adventure course for that additional space?
- A6) Offerors should submit their proposals for the designated area in Attachment A.
- Q7) Does the RFP allow for the successful Offeror to collect the registration fees or do the fees have to be collected by the County?
- A7) Special Provisions paragraphs 21.1 and 21.2 allow for both scenarios and the Offerors are encouraged to offer one or both methods in their proposal.
- Q8) When the County sends the successful Offeror the participant(s) information, can it be used to notify the participant(s) about other activities of the successful Offeror?
- A8) Special Provisions paragraph 11.4 states that the participants' information is to be proprietary. However, should the successful Offeror want to use the information outside of the intent of the contract then they must have the advanced approval of the County.
- Q9) Will a single award be made on this contract?
- A9) Yes.
- Q10) Please explain the County's philosophy on naming, branding and marketing.
- A10) The process for naming, branding and marketing is a very long process and cannot be explained in this addendum. The naming of this program will be very generic because the property is public land and the ownership of the equipment, materials and supplies will become County property upon the expiration of the contract. The marketing/advertising of the facility and the program will be done under the auspices of being owned by the County.

- Q11) Is there a particular number days per year that the adventure course will be inaccessible?
A11) Yes. There will be four (4) days every year where the course at South Run Park will be inaccessible due to a large volume of visitors to the site for County activities. However, these days do not account for inclement weather and/or any unforeseen circumstances including but not limited to facility repairs, emergencies, natural disasters, vandalism, terrorist activity, etc.
- Q12) How will the County handle refunds?
A12) Special Provisions Paragraph 7.4 provides details of how the County will handle refunds.
- Q13) Page 1, section 1.3: Is there any loss of scoring on the proposal for proposing a high ropes adventure course and not including a slack lining amenity? Will providing both within the proposal deliver a higher proposal score?
A13) See the answer to question 4. The Offerors proposals will be evaluated on their own merits and the proposals that meet or exceed the County's requirements shall be given a higher score.
- Q14) Was the genesis of the slacklining amenity from inside FCPA or from an outside vendor?
A14) The slack lining amenity was determined within the County.
- Q15) Page 4, section 6.1.o: How many disruptions to the business should the vendor anticipate (or days they will be unable to operate) within a given season?
A15) See the answer to question 11.
- Q16) Page 6, section 7.3: FCPA to handle customer registrations. Is it FCPA's intent to handle customer and vendor inquiries and collect all fees? Does this apply to all customer registrations/sign-ups/payments or just through County programs? Can vendor opt to handle registration separately?
A16) See the answer to question 7. The County intends to collect registrations for its programs that take place at the adventure course.
- Q17) Page 2, section 5.2(1)(c): includes under tasks to be performed: Design/build – Bathrooms for public and staff use. Can the vendor use existing bathroom facilities at the RECenter during current operating hours? Has FCPA investigated if "temporary" bathrooms will satisfy building code requirements for business operating within the park?
A17) No. The successful Offeror is expected to have their own bathroom facilities for both public and staff use during the adventure courses operating hours. The portable toilets supplied by most vendors is in compliance with building codes. If the Offeror proposes to build their own bathroom facility then that facility must meet the County's building code requirements and is the responsibility of the Offeror.
- Q18) Page 6, section 7.4: FCPA to make refund decisions. Does this happen in conjunction with the vendor?
A18) See the answer to question 12.
- Q19) Page 9, section 9.2: Due to support offered by FCPA in terms of advertising, registration, and use of its facilities, it is anticipated that the fees for FCPA programs shall be less than those fees offered to the general public. Does this mean a reduced fee for FCPA programs specifically? Can examples be provided?
A19) The fees for an FCPA program are expected to be less than what the successful Offeror is charging the general public. In any case the successful Offeror will give the FCPA a percentage of the fees it collects and the FCPA will pay the successful Offeror the flat fee as listed in the Offeror's proposal.